

DEPARTMENT OF SOCIAL SERVICES

August 1, 2005

REFUGEE COORDINATOR LETTER NUMBER 05-09

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY REFUGEE SERVICES PLANS FOR FEDERAL FISCAL YEAR
2005-06

The purpose of this letter is to remind County Refugee Coordinators that the County Refugee Services Plan for Federal Fiscal Year (FFY) 2005-06 is due to the Refugee Programs Bureau (RPB) by the close of business on September 30, 2005. Counties that are in the second or third year of a multi-year plan may submit a plan update for FFY 2005-06, rather than an entire plan, if they are not changing the objectives, scope of service, or service-delivery system of their refugee program. Plan updates are also due to RPB on September 30, 2005.

In developing the FFY 2005-06 services plan or plan update, counties are to use the amount of their proposed FFY 2005-06 Refugee Employment Social Services (RESS), Targeted Assistance (TA), and/or TA Discretionary allocations. The RPB provided eligible counties with the proposed RESS and/or TA allocations in Refugee Coordinator Letters (RCL) 05-05 and 05-07, respectively. Proposed TA Discretionary amounts, which only go to continuing projects that were funded in FFY 2004-05, were issued in a letter, dated February 10, 2005, to the counties in which TA Discretionary projects are operating.

As part of the FFY 2005-06 County Refugee Services Plan or plan update, counties must include a program description and County Services Goals and Outcomes Plan for each refugee program funding source (RESS, TA, or TA Discretionary) that it will receive for the year. Additionally, if a county expects to have unexpended FFY 2004-05 refugee funds on October 1, 2005, and wishes to spend them during FFY 2005-06, they must identify the type and anticipated amount of carryover, by funding source. The county must also include a County Services Goals and Outcomes Plan for each source of unspent FFY 2004-05 funds.

The RPB will inform counties of the final FFY 2005-06 RESS, TA, and TA Discretionary allocations as soon as they are released by the federal Office of Refugee Resettlement (ORR). When notified of these allocations, counties must provide an Annual Goal Plan, which finalizes their plan or plan update by specifying their total refugee funding, including any unspent FFY 2004-05 monies, and final service goals for FFY 2005-06. The RPB will notify counties later of the due date for the Annual Goal Plan, which is determined by ORR. This date is generally in mid-November to early December.

Counties are to submit the original and three copies of their County Refugee Services Plan or plan update. If the county is submitting an entire plan, it must also include an original County Board of Supervisors resolution to adopt the plan. Please send your plan or plan update to your respective county analyst, as identified below.

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Information about requirements regarding the County Refugee Services Plan, including the plan format, can be found in the "County Guidelines for Targeted Assistance Funds, Refugee Employment Social Services Funds, and Discretionary Funds," which is contained in RCL 99-08. If your county needs a copy of the guidelines or has any questions regarding the completion of its plan or update, please contact your county analyst.

Sincerely,
Original Signed by:
Thuan Nguyen
On August 1, 2005
THUAN NGUYEN, Chief
Refugee Programs Branch